

MINUTES

KEY COLONY BEACH

CITY COMMISSION REGULAR MEETING

Thursday, June 10, 2021 9:30 a.m.

Marble Hall & Virtually via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance, Prayer, and Roll Call:** The regular meeting of the Key Colony Beach City Commission was called to order by Mayor Sutton at 9:30 a.m. followed by the Pledge of Allegiance and Prayer. *Present:* Mayor Ron Sutton, Vice Mayor Patti Trefry, Commissioner Kathryn McCullough, and Commissioner Tom Harding. *Also Present:* City Administrator Dave Turner, Executive Assistant Saara Staten, Fire Chief John Johnson (Virtually), Police Chief Kris DiGiovanni (Virtually), City Attorney Dirk Smits, Building Official Gerard Roussin (Virtually), Building Inspector Greg Lawton, and Sergeant Jefferson Rodriguez. Excused: Commissioner John DeNeale and City Clerk Rebecca Todd. Public – 11 (Virtual) 3 (Marble Hall)
2. **Citizen Comments and Correspondence:** Mayor Sutton reported the Commission receiving correspondence from Laurie Swanson suggesting Key Colony Beach implement an ordinance restricting electric bicycles. Mayor Sutton recused himself from this discussion due to him owning electric bicycles. Commissioner Harding stated the City of Key West allows electric bicycles in their bike paths but restrict it up to 15 mph. Mike Yunker, Castillo del Sol Property Manager, recommended marking the bike path and walkway indicating it is for dual use. Commissioner Trefry recommended researching whether restrictions can be placed on water hoverboards. Chief DiGiovanni will research Key West's ordinance and develop a recommendation for the Commission.
3. **Approval of Minutes:** The minutes for the City Commission Public Hearing May 27, 2021 and City Commission Regular Meeting May 27, 2021 were approved by acclamation.
4. **Agenda Additions, Changes, Deletions:** None.
5. **Special Requests:** None.
6. **Committee and Staff Reports:**
 - A. **Marathon Fire/EMS:** Fire Chief Johnson stated since the last report there has been 3 medical calls, 2 internal fire alarms, and 1 public assist. Fire Chief Johnson urged residents to prepare their homes for hurricane season.
 - B. **Recreation Committee:** No Report.
 - C. **Beautification Committee:** Beautification Committee Chairperson Greg Burke reported a great response from residents on Christmas decoration preferences. After tallying the votes, the Beautification Committee will be ordering 12 manatees, 12 starfishes, and 12 seahorses totaling 36 decorations with 2 as reserves. The life expectancy of the decorations is 5-7 years. Chairperson Burke reported a budgeted amount of \$24,000. The total amount for 36 decorations is \$30,000. Chairperson Burke requested the Commission approve the purchase of Christmas decorations not to exceed \$33,000. The Beautification Committee will request an official itemized estimate from the Christmas decoration company and present at the next Commission meeting.

MOTION: Motion made by Commissioner McCullough, seconded by Mayor Sutton to approve the purchase of Christmas decorations not to exceed \$33,000.

ON THE MOTION: Roll Call Vote. Unanimous approval.

 - D. **Disaster Preparedness Committee:** City Administrator Dave Turner reported having 22 re-entry stickers for City Staff and Commissioners in the event of a storm. Executive Assistant Staten will be attending a Monroe County training for hurricane response and continues to work in developing a hurricane checklist for the City.
 - E. **Planning & Zoning Board:** No Report.
 - F. **Code Enforcement Board:** No Report.
 - G. **Utility Board:** No Report.

H. Police Department: Sergeant Rodriguez reported since the last meeting there were 3 reports. KCBPD responded to 6 medical calls, provided backup to MCSO 10 times, and received 13 miscellaneous calls along with road patrol, boat patrol and vacation watch program. Chief DiGiovanni reported Officer Joseph Burden is a full-time night shift officer. Since the last meeting, 53 traffic warnings, 4 traffic citations, 1 code citations, and 23 code warnings were issued. Chief DiGiovanni thanked Sergeant Rodriguez for covering nightshifts for over a year. Chief DiGiovanni reported a great response to an information booth KCBPD hosted during the holiday. KCBPD handed out over 150 flyers promoting the ticket or click it campaign and City rules and regulations. Due to the great response, KCBPD will be doing it during every major holiday and mini season. Vice Mayor Trefry recommended distributing flyers regarding manatee safety.

I. Building Department/Public Works: Building Inspector Lawton reported the soil borings report will be forwarded to LIVS Associates when made available. A Planning & Zoning Hearing is schedule for June 14, 2021 to hear the variance requests by 721 West Ocean Drive. One new building permit is in DEO pending approval. A meeting to discuss 14th and 15th Street canal will be held on June 15th and 16th. Road striping has begun on East Ocean Drive.

J. City Secretary/Treasurer: Commissioner McCullough distributed a narrative describing the cash position in Account 1506 which is the City's main operating account. As of April 30, 2021, the City has \$3,470,493 in cash. Commissioner McCullough recommended putting a minimum of \$2 million in CD's. The Commission instructed City Administrator Turner to create a spending curve spreadsheet of the City's expected expenses within 6 months to 1 year and research different local CD rates for public funds based on a jumbo or latter investment.

K. City Clerk: No Report.

L. City Administrator: City Administrator Turner reported rearranging City Hall to be more efficient and invited the Commission to visit. City Administrator Turner's budget line-item review is nearing completion. City Accountant Johnson is visiting City Hall frequently and working with City Auditor Julio Buzzi on upcoming audit. Senator Albritton has postponed his site visit to Key Colony Beach due to personal circumstances. City Administrator Turner reported having a meeting with Insurance Company Brown and Brown and is working on updating the City equipment list. The Commission instructed City Administrator Turner to contact Norry Lynch because she is also the City's insurance consultant. The June Property Manager class was completed by Executive Assistant Staten. Commissioner McCullough requested that all Property Managers take the class and pay the fee, not exempting those with CAM licenses because those classes do not cover local rules and regulations.

7. Items for Discussion /Approval:

A. COVID-19 Update: Mayor Sutton reported no report and no further COVID-19 reports.

8. Approval of Warrant: None.

9. Ordinances and Resolutions: None.

10. Commissioner Reports: Commissioner Harding reported a State Project Manager was assigned to the Flood Mitigation Grant. Mayor Sutton thanked Executive Assistant Saara Staten, Utility Clerk Pat Hyland, and Administrative Assistant Christine Burri for their hard work and endurance in City Hall.

11. City Attorney Report: City Attorney Smits requested Commissioners review the USPTO correspondence and contact him with any changes or suggestions. City Attorney Smits reported 721 West Ocean Drive revised their ocean setback variance from 10 foot to 4 foot. City Attorney Smits continues to work on a legal estimate for the upcoming budget. After calculating the last 141 days, not including developments or large projects, the cost was \$35,485.34 averaging \$250 per day or \$90,000 per year. City Attorney Smits will provide final figures mid-July. Cost recovery needs to be advertised and moved forward.

The meeting adjourned at 10:46 a.m.

Respectfully Submitted,

Saara V. Staten (on behalf of City Clerk Rebecca Todd)
Executive Assistant